
**BIG BEAR FIRE AUTHORITY
MINUTES FOR THE MEETING OF
JUNE 3, 2014**

A Regular Meeting of the Big Bear Fire Authority was called to order by Chairman Green at 6:30 p.m., Tuesday, June 3, 2014, at 39707 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Moment of Silence: Observed

Pledge of Allegiance: Led by Director David Caretto

Directors Present: Chairman John Green
Director David Caretto
Director Rick Herrick
Director Jay Obernolte
Director Karyn Oxandaboure
Director Paul Terry
Director Larry Walsh

Directors Absent: Vice Chairman Bill Jahn
Director Bob Jackowski
Director Jeff Newsome

Others Present: Jeff Willis, Fire Chief
Mike Maltby, Battalion Chief
Kathleen Smith, Treasurer-Auditor/Controller
Corinne Flores, Board Secretary

ANNOUNCEMENTS & UPCOMING EVENTS

The regular Big Bear Fire Authority meeting scheduled for Tuesday, August 5, 2014 has been adjourned to Tuesday, August 19, 2014 at 6:30 p.m.

PRESENTATIONS

Chief Willis introduced and presented Firefighter/Paramedic Brandon Willis with his wallet badge.

At the hour of 6:35 p.m., Director Newsome arrived at the meeting.

Chairman Green recognized USAA Insurance with a Certificate of Appreciation for obtaining rate reductions from the California Insurance Commissioner that will result in

savings of homeowner insurance premiums for their policyholders located within the active Firewise communities of Big Bear Lake and Big Bear City. Representatives from USAA Insurance were unable to attend the meeting, however, Fire Fuels Program Supervisor David Yegge accepted the Certificate of Appreciation on their behalf. Mr. Yegge will present the Certificate of Appreciation and a wooden bear to USAA Insurance at the 12th Annual Xeriscape Garden Tour in July.

At the June 2, 2014 regular meeting of the Big Bear City Community Services District (CSD), Director Newsome announced his intention to resign from the CSD Board, effective June 17, 2014. Chief Willis commented on his excellent working relationship with Director Newsome, expressed his congratulations, and stated he will miss him. Chairman Green presented Director Newsome with a Fire Authority plaque in recognition and appreciation for his twelve plus years of service to the Big Bear Valley. Director Newsome commented it was his honor to serve, and he is very proud of the organization and all of the people he has worked with.

DIRECTORS' GENERAL ANNOUNCEMENTS

Director Caretto extended his congratulations to Director Newsome for his new job and relocation. He also congratulated Chief Willis for being nominated for a Visioning Award at the upcoming Annual SANBAG General Assembly meeting on June 12.

GENERAL PUBLIC COMMENT

None.

CHIEF'S REPORT

Chief Willis reported on: the proposed Baldwin Lake annexation into the CSD for fire and emergency medical services; third quarter financials; 2014 fire season; fire hazard abatement; and the Big Bear Emergency Medical Technician class.

Received and filed.

CONSENT CALENDAR

Motion by Director Newsome; seconded by Director Obernolte, to approve the Consent Calendar as follows:

FA1. Approval of Demands – Check Issue Date 04/12/14 through 05/23/14 in the amount of \$55,879.59

Approved.

FA2. Fiscal Year 2013/14 Quarterly Report as of March 31, 2014

Received and filed.

FA3. Proposed Resolution to Reaffirm the Statement of Investment Policy

Board consideration of adopting a resolution reaffirming the Statement of Investment Policy for Fiscal Year 2014/15.

Approved the following Resolution entitled:

RESOLUTION NO. BBFA2014-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT
POWERS AUTHORITY, ADOPTING THE STATEMENT OF
INVESTMENT POLICY FOR FISCAL YEAR 2014/15

FA4. Approval of meeting Minutes from the April 22, 2014 Regular Meeting of the Fire Authority

Approved with corrections as specified in the green sheet for the April 22, 2014 Minutes and with the removal of the reference to quarterly financials in the Chief's Report.

Motion to approve the Consent Calendar was amended by Director Newsome; and seconded by Director Obernolte, to include the corrections identified in Item FA4. Minutes of April 22, 2014.

The Consent Calendar was approved, with the corrections to Item FA4, by the following vote:

AYES: Herrick, Newsome, Obernolte, Oxandaboure, Terry, Walsh,
Caretto, Green
NOES: None
ABSENT: Jackowski, Jahn
ABSTAIN: None

ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

PUBLIC HEARING

Any person may appear and be heard in support or opposition to the proposal at the time of the meeting. If you challenge the action in court, you may be limited to raising only those

issues which you or someone else raised at the public meeting described in the notice, or in written correspondence delivered to the Authority at or before the public meeting.

FA5. Second Reading and Possible Adoption of an Ordinance Adopting the 2013 Edition of the California Fire Code with Local Amendments

Board consideration of second reading and adoption of Ordinance No. BBFA2014-001 Adopting with Certain Amendments, Additions, Deletions, and Exceptions, Including Penalties, the 2013 Edition of the California Fire Code and the 2013 Edition of the California Residential Code, Along with Certain Changes, Modifications, Amendments, Additions, Deletions, and Exceptions; and directing the Board Secretary to file the findings with the Department of Housing and Community Development.

At the hour of 7:00 p.m., Chairman Green opened the public hearing. Hearing no public comment, at the hour of 7:01 p.m., Chairman Green closed the public hearing.

Motion by Director Caretto; seconded by Director Herrick, to adopt the following Ordinance entitled:

ORDINANCE NO. BBFA2014-001

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT POWERS AUTHORITY, ADOPTING WITH CERTAIN AMENDMENTS, ADDITIONS, DELETIONS, AND EXCEPTIONS, INCLUDING PENALTIES, THE 2013 EDITION OF THE CALIFORNIA FIRE CODE AND THE 2013 EDITION OF THE CALIFORNIA RESIDENTIAL CODE, ALONG WITH CERTAIN CHANGES, MODIFICATIONS, AMENDMENTS, ADDITIONS, DELETIONS, AND EXCEPTIONS

Said Motion was approved by the following vote:

AYES: Newsome, Obernolte, Oxandaboure, Terry, Walsh, Caretto,
Herrick, Green
NOES: None
ABSENT: Jackowski, Jahn
ABSTAIN: None

FA6. Adoption of the Fiscal Year 2014/15 Big Bear Fire Authority Budget

Board consideration of conducting a public hearing and adopting a resolution of the Board of Directors of the Big Bear Fire Authority, a California Joint Powers

Authority, adopting the Big Bear Fire Authority Budget for the Fiscal Year 2014/15.

Chairman Green asked Chief Willis if he had any comments regarding this agenda item. Chief Willis provided a short overview of some of the budget highlights. He further stated as the Authority continues to build in its capability and capacity, the organization is at the point where active management of the daily operations of both fire departments belong to the Fire Authority. As the organization continues to grow, which is reflected in the last three budgets, he would like to dialogue with the Board about transitioning the fiscal responsibility of this organization to that of the Authority.

At the hour of 7:05 p.m., Chairman Green opened the public hearing. Hearing no public comment, at the hour of 7:06 p.m., Chairman Green closed the public hearing.

Motion by Director Newsome; seconded by Director Caretto, to adopt the following resolution entitled:

RESOLUTION NO. BBFA2014-003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
BIG BEAR FIRE AUTHORITY, A CALIFORNIA JOINT
POWERS AUTHORITY, ADOPTING THE BIG BEAR FIRE
AUTHORITY APPROVED BUDGET FOR FISCAL YEAR
2014/15

At the hour of 7:06, Chairman Green opened the floor to the Board for questions and comments.

Director Obernolte asked whether this is the exact budget that was presented at the last Board meeting. Chief Willis replied yes.

Director Obernolte stated that from the public's perspective, it may be alarming that every year the Fire Authority budget doubles. He wanted to clarify that this is a planned transition and the added expenses to the Authority budget are from the budgets of the CSD and the Big Bear Lake Fire Protection District; that more money is being spent under the Authority and less money from the respective agencies. This year, there is a transitioning of vehicular reserves to the Authority from the respective agencies, which is almost a quarter of a million dollars this year.

Director Obernolte had a concern regarding Line Item 2300, Contractual Services-Government. He asked the Chief to explain why the dispatch service costs are going up as it has increased from \$167,000 last year to \$254,000 this

year. Chief Willis replied the transition to 800 MHz radios requires a subscription, similar to cell phone technology, that resulted in increased dispatch costs. Additionally, the Fire Hazard Abatement contract amount and the ICEMA agreement cost that allows paramedics to operate were added to Contractual Services for both jurisdictions.

Director Obernolte asked how much of that increase is a result of shifting cost from the respective agencies and how much are real additional dollars going out the door? Chief Willis replied, from his memory, about an additional \$25,000 directed toward dispatch service. The other costs were moved out of one budget into this budget. Director Obernolte clarified the additional cost in total to both agencies is \$25,000. Chief Willis answered yes.

Director Terry commented the Fire Authority budget has to fit within the CSD budget. He stated he agreed with the Fire Chief that the Board needs to start looking into a finance officer within the fire department.

Director Caretto asked the Chief what his plan is to move forward with hiring a finance officer. Chief Willis responded that this will be a work in process, and he believed the correct course is to begin discussion at the Administrative Committee level as there is much to consider. Staff from both finance departments will be included in the discussions to help determine what that will entail. The information will be brought back to the full Board.

Director Herrick stated he would like discussion at the Board level first. The Board can then provide the Administrative Committee with direction so there is Board consensus from the start resulting in a smoother process.

Director Caretto commented he asked the question so the Board could discuss the concept of hiring a finance officer; then direct the Administrative Committee to work out the details. He stated he is okay either way, but he prefers Board consensus first.

Chairman Green inquired if there might be a problem with timeframes in getting things accomplished as the Board meets bi-monthly and a committee can meet as needed. Chief Willis replied Staff is prepared to work at the Board's direction.

Director Newsome asked if it would be appropriate, at this time, to give the Chief direction to explore the feasibility of hiring a finance officer with the committee. He suggested taking a temperature of the Board, at this point, then committee out.

Director Herrick commented the Board is passing a budget that does not include costs for a Chief Financial Officer so there is no need to rush at this point. He further stated it appears the Board would like to hire a finance officer. However, there are a lot of moving parts to this, and he needs more information.

Director Newsome commented that because there are a lot of moving parts, it works effectively to get a very basic idea/direction from the Board Chairman, committee it out, and then have it come back to the Board.

Director Herrick stated he doesn't disagree with Director Newsome but this is a large Board. There should be Board consensus for direction to provide the Administrative Committee. He asked that this item be agendized for discussion at the next Board meeting. He would like to get the big picture before it goes to committee.

Director Terry commented that budget discussions need to start at the CSD in January regarding the next fiscal year budget.

Chief Willis stated this item will be agendized or discussion at the August meeting.

Director Walsh stated, in terms of timeline, he agrees with Directors Newsome and Terry, and he disagrees with Director Herrick. However, he questioned Board discussion of this topic when it was not agendized. Chairman Green clarified the Board was discussing this under the topic of budget.

Said Motion was approved by the following vote:

AYES: Newsome, Obernolte, Oxandaboure, Terry, Walsh, Caretto,
Herrick, Green
NOES: None
ABSENT: Jackowski, Jahn
ABSTAIN: None

NEW BUSINESS

FA7. Establishment of a Fire Code Appeals Board

Board consideration of establishing a committee to serve as the Appeals Board pursuant to Section 108.1 of Ordinance No. BBFA2014-001 adopting the 2013 California Fire Code.

Motion by Chairman Green; seconded by Director Newsome, to approve the Administrative Committee, along with the Chairman, to serve as the established Fire Code Appeals Board.

Chairman Green opened the floor to the Board for questions and comments.

Director Obernolte asked Chairman Green to list the members of the Administrative Committee. Chairman Green stated they are Vice Chairman Jahn, Director Jackowski, Director Newsome, and Director Walsh.

Director Caretto inquired if the vacancy created by Director Newsome will be filled at the next meeting. Chairman Green responded yes.

Director Obernolte asked Chief Willis if there have been many appeals that rose to the level of the Fire District Board in previous years. Chief Willis replied he is not anticipating more than a half dozen appeals.

Director Obernolte expressed concern that if the workload gets too heavy, it may not be fair to the Directors who serve on both the Administrative Committee and the Appeals Board. Should the Appeals Board need to meet often, he would be open to shifting the workload, but he would like to give it a year.

Chairman Green asked Chief Willis if the Board can revisit this item at any time if the Appeals Board workload becomes onerous. Chief Willis responded he believes the answer to be yes.

Director Walsh commented he recalled from the last meeting, this issue was beaten up severely about how many committees to have, and he is surprised to now hear the recommendation that there may be need for more than one committee. Director Newsome stated the motion is to have one committee.

Said Motion was approved by the following vote:

AYES:	Newsome, Obernolte, Oxandaboure, Terry, Walsh, Caretto, Herrick, Green
NOES:	None
ABSENT:	Jackowski, Jahn
ABSTAIN:	None

OLD BUSINESS

None.

COMMITTEE REPORTS

None.

DIRECTORS' CLOSING COMMENTS

Director Herrick and Director Terry commented they will miss Director Newsome.

Director Obernolte stated it was a pleasure and an honor to serve with Director Newsome, and he wished him well in his future endeavor.

Director Oxandaboure stated she would miss a part of it.


Director Caretto congratulated Director Newsome.

The following are Director Newsome's closing comments - He is very proud of the uniform employees. In terms of working with the Board, it has been easy and gratifying and has been a good experience working with true professionals. It has been a joy to be in this building and to work with the City of Big Bear Lake; it has worked out far better than he had hoped. The Board has engaged in a lot of team spirit and a lot of exchange. Both Boards have different ways of doing things; the paradigms are a little bit different, but he believes they have melded well. He hopes the Directors will continue in this fashion. A lot of good work has been accomplished while maintaining a high quality of fire service for the entire Valley with minimal extra cost during terrible financial times. We have Chief Willis to thank for that.

Chief Willis commented he has always appreciated Director Newsome; he's never short on words; and he conveys messages very well. It has truly been a pleasure working with him, and he is going to miss him.

ADJOURNMENT

There being no further business to come before the Fire Authority at this session, Chairman Green adjourned the meeting at 7:25 p.m. in honor of Director Newsome's last meeting.


Corinne E. Flores, Board Secretary

APPROVED AT THE MEETING OF AUGUST 19, 2014.